

## Element Performance Inspection (EPI) Data Collection Tool

### 1.3.22 Parts Borrowing (AW)

#### ELEMENT SUMMARY INFORMATION

**Purpose of this Element** (certificate holder's responsibility):

- To provide policy, procedures, instructions, and/or information in the manual, which allows personnel concerned with the Parts Borrowing process to perform their duties and responsibilities to a high degree of safety.

**Objective** (FAA oversight):

- To determine the effectiveness of the certificate holder's procedures in meeting the desired output of the process.
- To determine if the certificate holder follows its procedures, controls, process measurements, and interfaces for the Parts Borrowing process.
- To determine if there were any changes in the personnel identified by the certificate holder as having responsibility and/or authority for the Parts Borrowing process.

**Specific Instructions:**

- Intentionally left blank.

**Related EPIs:**

- 1.1.1 Aircraft Airworthiness (AW)
- 1.1.2 Appropriate Operational Equipment (AW)
- 1.2.1 Airworthiness Release / Logbook Entry (AW)
- 1.2.3 Maintenance Log / Recording Requirements (AW)
- 1.3.1 Maintenance Program (AW)
- 1.3.2 Inspection Program (AW)
- 1.3.7 Outsource Organization (AW)
- 1.3.10 Parts / Material Control / SUP (AW)
- 1.3.11 Continuous Analysis and Surveillance (CAS) (AW)
- 1.3.14 General Maintenance Manual / Equivalent (AW)
- 1.3.19 Lower Landing Minimums (LLM) (AW)
- 1.3.21 Parts Pooling (AW)
- 5.1.8 Extended Range Operations with Two-Engine Airplanes (ETOPS) (AW)
- 5.1.9 RVSM Authorization (AW)
- 5.1.8 Extended Range Operations with Two-Engine Airplanes (ETOPS) (OP)
- 5.1.9 RVSM Authorization (OP)
- 7.1.1 Director of Maintenance (AW)
- 7.1.2 Chief Inspector (AW)

#### SUPPLEMENTAL INFORMATION

**Specific Regulatory Requirements (SRRs):**

- SRRs:
  - 119.43(b)
  - 119.43(b)(1)
  - 119.43(b)(2)

- SRRs:
  - 119.43(c)
  - 121.135(a)(1)
  - 121.135(b)(1)
  - 121.135(b)(16)
  - 121.135(b)(2)
  - 121.135(b)(3)
  - D.083
  - D.083(a)
  - D.083(b)
  - D.083(c)
  - D.083(d)
  - D.083(e)
  - D.083(f)

**Related CFRs & FAA Policy/Guidance:**

- Related CFRs:
  - Intentionally left blank
- FAA Policy/Guidance:
  - FAA Order 8300.10, volume 2, chapter 87
  - AC 120-42A

## EPI SECTION 1 - PERFORMANCE OBSERVABLES

**Objective:** The tasks and questions in this section of the data collection tool (DCT) are designed to assist the inspector in determining if the certificate holder follows its written procedures and controls and meets the established performance measures of the process. To accomplish this, questions have been generated to test both the outputs of the process as well as the process itself. Question 1 and its following subquestions are directed at the output(s) of the process, whereas questions 2-6, when answered, should be directed at the process itself.

### Tasks

	To meet this objective, the inspector must accomplish the following tasks:
1.	Review the information listed in the Supplemental Information section of this DCT.
2.	Review the policies, procedures, instructions, and information for the Parts Borrowing process contained in the certificate holder's manual.
3.	Review the last accomplished associated safety attribute inspection (SAI) for this element with emphasis on the controls, process measurements, and interface attribute section responses.
4.	Observe the Parts Borrowing process to gain an understanding of the procedures, instructions, and information contained in the certificate holder's manual.
5.	Discuss the Parts Borrowing process with the personnel (other than management) who perform the duties and responsibilities required by the process.

### Questions

	To meet this objective, the inspector must answer the following questions:	
1.	Determine whether the following performance measures were met:	
1.1.	<p>Did the certificate holder borrow parts only from qualified sources?</p> <p><i>Related Performance JTIs:</i></p> <ol style="list-style-type: none"> <li>1. Check at the records repository to verify that borrowed part records indicate that parts, that were borrowed that exceeded the certificate holder's approved overhaul time limits, were obtained from an 14CFR Part 121 or Part 135 certificate holder maintaining its aircraft under an approved air carrier maintenance program in accordance with the certificate holder's manual. <i>Sources:</i> 121.135(a)(1); D.083(a)</li> <li>2. Check at the records repository to verify that, if the borrowed part exceeded the Certificate Holder's approved overhaul time limits, the data from the records indicate that the borrowed part was properly maintained in accordance with the Certificate Holder's continuous airworthiness maintenance program, in accordance with the Certificate Holder's manual. <i>Sources:</i> 121.135(a)(1); D.083(b)</li> <li>3. Check at the records repository to verify that the borrowed part records indicate that if the borrowed part exceeded the Certificate Holder's approved overhaul time limit, the borrowed part was not used in excess of 100 hours time-in-service, or 50 landings or cycles if the controlling parameter is landings or cycles in accordance with the Certificate Holder's manual. <i>Sources:</i> 121.135(a)(1); D.083(f)</li> <li>4. Check at the records repository to verify that, if the borrowed part exceeded the certificate holder's approved overhaul time limit, records of</li> </ol>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	<p>the borrowed part indicate it was received from an approved source, in accordance with the certificate holder's manual.</p> <p>Sources: 8300.10, Volume 2, Chapter 87, Section 2, Paragraph 5(C)(1)(b)</p>	
1.2.	<p>If the certificate holder used a borrowed part on an aircraft qualified for Extended Range Operations with Two Engine Airplanes (ETOPS), was the part ETOPS qualified?</p> <p><i>Related Performance JTIs:</i></p> <ol style="list-style-type: none"> <li>1. Check at the record repository to verify that the borrowed part records show that the Certificate Holder has utilized borrowed parts with a higher time since overhaul than it has been authorized to do so by it's operations specifications in accordance with the information in it's manual..</li> </ol> <p>Sources: 8300.10, Volume 2, Chapter 87, Section 1, Paragraph 9(A)</p> <ol style="list-style-type: none"> <li>2. Check at the records repository that the records of a borrowed part for use on the Certificate Holder's aircraft qualified under the Extended Range Operations with Two Engine Airplanes (ETOPS) program was verified as a proper ETOPS qualified part, in accordance with the Certificate Holder's manual.</li> </ol> <p>Sources: AC 120-42A, Appendix 4, Paragraph 10</p> <ol style="list-style-type: none"> <li>3. Check at the records repository that, if the borrowed part exceeds the certificate holder's approved overhaul time limit, the borrowed part records includes verification that the part borrowed did not exceed its approved life limit, in accordance with the certificate holder's manual.</li> </ol> <p>Sources: AC 120-42A, Appendix 4, Paragraph 10</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.3.	Were the parts borrowed and installed on the certificate holder's aircraft properly certified and airworthy?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.4.	Has the certificate holder trained its personnel in accordance with the Parts Borrowing policies and procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.5.	Has the certificate holder conducted audits of the Parts Borrowing process to ensure applicable policies and procedures were followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.	Were the certificate holder's policies, procedures, instructions, and information, contained in its manual for the Parts Borrowing process, followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.	Were the Parts Borrowing process controls followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
4.	Did the records for the Parts Borrowing process comply with the instructions provided in the certificate holder's manual?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.	Were the process measurements for the Parts Borrowing process effective in identifying problems or potential problems and providing corrective action for them?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
6.	Did personnel properly handle the associated interfaces by complying with other written policies, procedures, instructions, and information that are related to this element?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<b>EPI SECTION 1 - PERFORMANCE OBSERVABLES</b> <b>Drop-Down Menu</b>	
1.	Personnel.
2.	Tools and Equipment.
3.	Technical Data.
4.	Procedures, policies or instructions or information.
5.	Materials.
6.	Facilities.
7.	Controls.
8.	Process Measures.
9.	Interfaces.
10.	Desired Outcome.
11.	Other.

## EPI SECTION 2 - MANAGEMENT RESPONSIBILITY & AUTHORITY OBSERVABLES

**Objective:** The questions in this section address the responsibility and authority of the process. They are designed to assist the inspector in determining if there is a clearly identifiable, qualified, and knowledgeable person who is responsible for the process, is answerable for the quality of the process, and has the authority to establish and modify the process. (The person with the authority may or may not be the person with the responsibility.)

### Tasks

	To meet this objective, the inspector must accomplish the following tasks:
	NOTE: If no personnel or major program changes (as defined by the principal inspector (PI)) affecting the responsibility or authority attributes for this element have occurred since the last SAI and/or EPI was accomplished, then do not perform tasks 3-6, below. Answer questions 1 and 2, below, and provide the name/title.
1	Identify the person who has overall responsibility for the Parts Borrowing process.
2	Identify the person who has overall authority for the Parts Borrowing process.
3	Review the duties and responsibilities for the person(s) who manage the Parts Borrowing process documented in the certificate holder's manual.
4	Review the appropriate organizational chart.
5	Discuss the Parts Borrowing process with the management personnel identified in tasks 1 and 2.
6	Evaluate the qualifications and work experience of the management personnel identified in tasks 1 and 2.

### Questions

	To meet this objective, the inspector must answer the following questions:	
1.	Is there a clearly identified person who is responsible for the quality of the Parts Borrowing process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title:
2.	Is there a clearly identified person who has authority to establish and modify the certificate holder's policies, procedures, instructions, and information for the Parts Borrowing process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title:
3.	Does the responsible person know that he/she has responsibility for the Parts Borrowing process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
4.	Does the person with authority know that he/she has authority for the Parts Borrowing process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
5.	Does the person with responsibility for the Parts Borrowing process meet the qualification standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
6.	Does the person with authority to establish and modify the Parts Borrowing process meet the qualification standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
7.	Does the person with responsibility understand the controls, process	<input type="checkbox"/> Yes

	measurements, and interfaces associated with the Parts Borrowing process?	<input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
8.	Does the person with authority understand the controls, process measurements, and interfaces associated with the Parts Borrowing process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
9.	Does the responsible person know who has authority to establish and modify the Parts Borrowing process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
10.	Does the individual with authority know who has the responsibility for the Parts Borrowing process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change

<b>EPI SECTION 2 - MANAGEMENT RESPONSIBILITY &amp; AUTHORITY OBSERVABLES</b>	
<b>Drop-Down Menu</b>	
1.	Assignment of responsibility.
2.	Assignment of authority.
3.	Does not understand procedures, policies or instructions and information.
4.	Does not understand controls.
5.	Does not understand process measurements.
6.	Does not understand interfaces.
7.	Span of control.
8.	Position vacant.
9.	Other.